
**PART Y-4
ENVIRONMENTAL TOBACCO SMOKE IN THE OFFICE**

WAC	Page
296-307-590 Environmental tobacco smoke in the office.	1
296-307-59005 Control tobacco smoke in your building.	2
296-307-59010 Control tobacco smoke that comes in from the outside.	2

WAC 296-307-590 Environmental tobacco smoke in the office.

Your responsibility:

To control exposure to environmental tobacco smoke in your office work environment

You must:

Control tobacco smoke in your building

WAC 296-307-59005

Control tobacco smoke that comes in from the outside

WAC 296-307-59010

Note: This rule doesn't preempt any federal, state, municipal, or other local authority's regulation of indoor smoking that is more protective than this section.

Definitions:

Office work environment is an indoor or enclosed occupied space where clerical work, administration, or business is carried out.

In addition, it includes:

Other workplace spaces controlled by the employer and used by office workers, such as cafeterias, meeting rooms, and washrooms.

Office areas of manufacturing and production facilities, not including process areas.

Office areas of businesses such as food and beverage establishments, agricultural operations, construction, commercial trade, services, etc.

Smoking

A person is smoking if they are:

- Lighting up
- Inhaling
- Exhaling
- Carrying a pipe, cigar or cigarette of any kind that is burning.

[Statutory Authority: RCW 49.17.010, .040, .050. 00-17-033 (Order 01-14), § 296-307-590, filed 08/08/01, effective 09/01/01.]

WAC 296-307-59005 Control tobacco smoke in your building.

Exemption: The minimum criteria specified in this rule don't apply to outdoor structures provided for smokers such as gazebos or lean-tos.

You must:

- Prohibit smoking in your office work environment
- OR**
- Restrict smoking inside your office work environment to designated enclosed smoking rooms that meet the following minimum criteria:
 - Identify smoking rooms clearly with signs.
 - Make sure the designated smoking rooms aren't in common areas, such as:
 - ◆ Places where nonsmoking employees are required to work or visit
 - ◆ Restrooms
 - ◆ Washrooms
 - ◆ Hallways
 - ◆ Stairways
 - ◆ Cafeterias/lunchrooms
 - ◆ Meeting rooms
 - Make sure that no employee is required to enter a designated smoking room while someone is smoking there.
 - Conduct cleaning and maintenance work in designated smoking rooms when smokers aren't present.

You must:

- Ventilate designated smoking rooms at a rate of at least 60 cubic feet per minute per smoker (calculated on the basis of the maximum number of smokers expected during the course of a normal working day), which can be supplied by transfer air from adjacent areas.
 - Maintain enough negative air pressure in designated smoking areas to prevent smoke from migrating into nonsmoking areas, at all times.
 - Operate a separate mechanical exhaust system in designated smoking rooms, to make sure exhausted air moves directly outside, and doesn't recirculate into nonsmoking areas.
 - Prohibit use of the designated smoking room if the mechanical exhaust system isn't working properly, until repairs are completed.

Note: This ventilation rate is recommended for occupancies of no more than 7 people for every 100 square feet of net occupied space in the designated smoking room.

[Statutory Authority: RCW 49.17.010, .040, .050. 00-17-033 (Order 01-14), § 296-307-59005, filed 08/08/01, effective 09/01/01.]

WAC 296-307-59010 Control tobacco smoke that comes in from the outside.

You must:

- Use engineering or administrative controls to minimize the amount of tobacco smoke that comes into your office(s) from outside the building.
 - Make sure that outside smoking areas used by your employees aren't close to doorways, air intakes, and other openings that may allow airflow directly into an office.

WAC 296-307-59010 (Cont.)

Note: By changing the way workers do their job, you can reduce work exposure to potential hazards. These changes are called administrative controls and include such things as:

- Job rotation
- Wetting down dusty areas
- Having employees shower after exposure to potentially harmful substances
- Maintaining equipment properly
- Cleaning up work areas to control the effect of potential hazards.

Engineering controls let you plan or physically change the machinery or work environment to prevent employee exposure to potential hazards. This includes any modification of plant equipment, processes, or materials to reduce employees' exposure to toxic materials or harmful physical agents.

[Statutory Authority: RCW 49.17.010, .040, .050. 00-17-033 (Order 01-14), § 296-307-59010, filed 08/08/01, effective 09/01/01.]